

State Records Committee

Approval Signature Sheet

Records Retention Schedule

Application #920501-03

Sheet 4 of 4

Schedule Number: 94-0011

Effective Date: 08/23/94

Creating Agency: Department of Education
Georgia Education Leadership Academy
Leadership Development Program

Series Title: Evaluator Training Program Files

Dates Covered: 1987 - [ongoing]

Access: Open

*Approved
Disposition
Instructions:*

Proficiency Check Score Sheets:

Upon completion of evaluator training requirements, place in inactive file.

Cut off inactive file at end of training cycle (April 30)

Hold file in current files area one (1) year.

Destroy.

Computer Printout Report of Current Trained Evaluators:

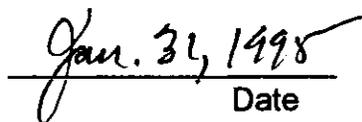
Hold in current files area until superseded.

Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee



Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

10F4

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

920501-03

FOR AGENCY USE: Application Date, Application Number
1. Agency Address: Georgia Department of Education, Georgia Education Leadership Academy, Suite 1862 Twin Towers East, Atlanta, GA. 30334
FOR RECORDS MANAGEMENT USE: Application Number: 94-0011, Date Received: MAY - 1 1992, Date Completed: 8/23/94

2. Person to Contact: Don Splinter, Working Title: Coordinator, Telephone Number: (404) 656-4461

3. Action Requested: a. [X] Establish Retention Schedule; record will continue to accumulate. b. [] Dispose of present accumulation; no further accumulation anticipated. c. [] Amend Application No. Check One: [] Change; [] Supersede; [] Void

4. Dates of Series: Earliest 1987, Latest to Date
5. Records Series Title (followed by title used in office, if different): Evaluator Training Program Files

6. Division and Office Function: What is the function of the Division and the Office in which this record series is created? The Georgia Education Leadership Academy (GELA) was created by the Quality Basic Education Act (QBE) to provide educational leadership personnel with continuous opportunity for professional development. Areas addressed by GELA include educational skills development, management skills development, personnel selection models including the NASSP Assessment Center, information dissemination and locally developed programs. QBE states that all persons employed by a Local Unit of Administration (LUA) must have an annual evaluation conducted by a trained evaluator. QBE further states that there will be a uniform state-wide evaluation procedure for certain "certified" personnel, including leadership, teachers, media specialists, school counselors, speech-language pathologists, school social workers and school psychologists. Seven evaluation programs and corresponding evaluator training programs were developed to meet this requirement. The GLEA was given the responsibility for coordinating the evaluator training effort and maintaining evaluator training records.

7. Record Series Description: This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Providing training for evaluators for the Georgia Personnel Evaluation System in seven areas: leadership, teachers, media specialists, speech-language pathologists, school social workers, school counselors and school psychologists. Included are: Evaluator Training Session Attendance Sheets and Trainee Proficiency Check Score Sheets, Reports of Current Trained Evaluators (Computer Printout)
File is arranged: Chronologically by Training Cycle Year (May 1 - April 30)
Attendance Sheets: Alphabetically by RESA (Regional Educational Services Agency); thereunder chronologically by Training Session Date.
Proficiency Check Materials: Chronologically by Training Session Date

8. Monthly Reference Rate: How often are records referred to which are: One to six months old 10; Seven to twelve months old 10; Thirteen to twenty-four months old 2-3; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records: Letter-size drawers 1/2 Drawer, Legal-size drawers, Shelves, Other (specify)

TOTAL CURRENT ACCUMULATION: 20 Cubic Feet

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation:
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Computer Printout of Current Trained Evaluators
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? GA. State University/Teacher Evaluation Project used initial files for research.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Current Trained Evaluators Report

11. Retention Requirements The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>N/A</u> years.	e. Administrative need	<u>2</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Training Cycle Year then, (May 1 - April 30)

Calendar Year; Fiscal Year; Other

Hold in the current files area month(s) year(s); then

Transfer to local holding area; hold year(s); then

Transfer to State Records Center; hold year(s); then

Destroy.

Transfer to State Archives for permanent retention.

Other (Specify) See *NOTE:*

NOTE:

(1) Completion of Evaluator Training Requirements:
Upon successful completion of evaluator training requirements, Proficiency Check Score Sheets are placed in an inactive file; hold for one year; then destroy.

(2) Computer Printout Report of Current Trained Evaluators:
Hold in Current Files Area until superceded; then destroy.

*Legal Requirement Verification Attached.
Memorandum from Stephanie Manis, 03/27/92

These instructions apply to all prior and future accumulations of the series.

Schedule # 94-0011

Agency Head/Designee (Signature) <i>Dilly D. ...</i>	Date <i>10/18/91</i>	Records Management Officer (Signature) <i>Yickie Baker</i>	Date <i>10/08/91</i>
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Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	SEE ATTACHED	
	Secretary of State/Designee	STATE RECORDS COMMITTEE	
	Attorney General/Designee	APPROVAL SIGNATURE SHEET	